

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 26, 2010

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

- Reviewed and prepared with staff as follows:
 - Weekly meeting with City Attorney
 - Met with Grants Coordinator/Public Information Officer to prep for State of the City
 - Reviewed Financial Trends workshop with City employees at City Hall, South Ormond Neighborhood Center and the Public Works training room.
 - Held weekly staff meeting with directors
 - Weekly meeting with Acting Police Chief
 - Reviewed Trust for Public Land Public Opinion Survey Contract and forwarded it to Finance for execution.

- Attended:
 - Rotary meeting
 - United Way Board of Directors meetings
 - United Way Allocations Orientation meeting
 - Volusia Day in Tallahassee
 - Volusia League of Cities dinner that Ormond Beach hosted
 - FCCMA conference call for Professional Development and Training Committee

City Clerks Office

In addition to routine City Clerk activities the following projects are underway:

- Continued training support for City's new website in anticipation of an April 9 implementation.
- Conducted departmental training all week for City's new website.

Community Development

- Planning
 - Staff attended a meeting with Ken Fisher of Votran and another meeting of the Multi-modal subcommittee of the MPO. Votran prefers a cost based transit fee while the City's proposed transit fee model is consumption based. This will require joint development of the fee since the City does not have access to Votran's cost of service provided. In both meetings, staff discussed the City's Multi-Modal Strategy document prepared in support of the multi-modal strategy and TCEAs in the draft Comprehensive Plan. For multi-modal to work in Volusia County, it will require more than Ormond Beach to make it work and the vision of what Votran should be is much different between the Volusia County Council and the cities (Ormond Beach, Daytona Beach, South Daytona, and Port Orange) who are required to prepare a multi-modal plan,
 - Staff has tentatively agreed to a solution with Daytona Beach regarding a VGMC public hearing on the City of Ormond Beach's TCEAs and multi-modal strategy. You may recall that the City of Daytona Beach filed an objection to our Comp Plan. It appears that Daytona Beach wants a policy placed in Ormond Beach's Comprehensive Plan that supports their

TCEAs east of I95 provided each jurisdiction's multi-modal strategy and TCEA is compatible. A letter with a contingency has been signed by the CM since it is not clear that Ormond Beach can meet DCA's cost feasible questions. If TCEAs are dropped from the City of Ormond Beach's Comprehensive Plan, then the policy would not be put in the Plan. Any placement of the policy in the plan does not imply that Ormond Beach agrees that the proposed TCEAs were impacting Daytona Beach roads.

- Staff attended a Halifax Heritage Bi-way organizational meeting. The CAG is going for the heritage designation rather than the scenic. Ormond Beach is "expected" to host at least one meeting including being responsible for putting together an agenda and recording meeting minutes. The proposed corridor includes: US1, SR A1A, Beach Street, and Halifax.
- Building Inspections, Permitting & Licensing
 - Issued 57 permits with a total valuation of 1,857,922.00
 - Conducted 219 inspections
 - Issued 8 new business tax receipts
 - Building Permit activity is picking up to the point where a number of residential building permits have been filed by KB Homes and Vanacore and three multiple story buildings (Madison Glen and two at the Royal Floridian) are under construction. Inspections for Holly Hill are secondary to all inspections in Ormond Beach which have priority.
- Site Plan Review
No significant activity to report for this week.

Economic Development

Ormond Crossings

- The Stipulated Settlement Agreement has been approved by the City and DCA. The Remedial Amendments and other related documents were transmitted to DCA last week. DCA has 45 days from receipt of the documents to issue the Notice of Compliance. The public has a 21 day appeal period following the issuance of the notice to the City.
- Now that the CRA update has been approved by the Commission, staff prepared and transmitted the CRA documents and is arranging meetings with County staff as part of the County Council review/approval process of the CRA update.
- Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development.
- Staff is working with Tomoka Holdings and Marlowe and Associates to prepare a federal EDA infrastructure grants for phase one of the Ormond Crossings project.

Airport Business Park

- Staff is preparing a mock directory sign and two monument signs at the entrance to the Business Park.
- Staff has been notified that FP&L has resolved lighting issues at the Business Park.
- Widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is completed with the exception of some sod work.
- Staff is scheduling a meeting in April to discuss the proposed signage plans and solutions to the power related issues.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the Metro Daytona Economic Development Corporation's economic development website to include

available properties within the city and county and to enhance local marketing programs to attract prospects to their communities. Demonstrations have been completed by two vendors and two additional demonstrations are scheduled in April.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDEDC and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff attended the Volusia Days visit to Tallahassee along with other Volusia County business and government representatives. Staff met with legislators to discuss the pending legislation regarding amending the ad valorem tax exemption language in this session. Staff also met with Senator Bennett, sponsor of SB 360 from last legislative session (that allowed the Ormond Crossings Project to move forward) and thanked the senator for his sponsorship and commitment to economic development.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Economic Development Corporation. A workshop between MDEDC and the County Council was held to discuss the partnership roles of the organizations. A meeting sponsored by VCARD and VCOG was held this week to discuss the merits of the new organization. Further discussions between the MDEDC and County officials continue. **A meeting with the County Council is scheduled for May 6.**
- A presentation by MDEDC to the Commission will be arranged following resolution of County issues.
- Staff is a member of the Volusia Manufacturing Association's planning committee to strategize for the fourth annual county-wide manufacturing trade show, which is scheduled for September.

Airport Operation and Development

- The Ormond Beach Air Traffic Control Tower staff received this week the Facility of the Year Award from Robinson Aviation, Inc. Robinson Aviation (RVA), Inc. is an aviation services company that currently operates 91 air traffic control towers under the FAA Contract Tower Program, including the tower in Ormond Beach. The company employs over 500 air traffic controllers, engineers, and technicians.
- Staff participated in the delivery and staging of a new fuel tank at the airport, which will eventually be installed as a component of a new fuel farm adjacent to Taxiway Bravo, owned and operated by Sunrise Aviation.
- Work on the airfield electrical improvements project continued this week, although again at a reduced pace due to contractor commitments elsewhere. Staff issued a NOTAM (Notice to Airmen) via the FAA, advising that Runway 17/35 will be closed periodically while new lighting components are being installed. Staff continues to coordinate efforts between the contractor and the air traffic control tower to minimize disruptions to airport operations.
- Finalized and fully approved plans for the development of Parcel 3 in the southeast quad of the airport were distributed by the Planning Department this week. The SPRC

- completed their review of the proposed development last week, indicating their approval to proceed.
- Staff conducted a final inspection of work on phase 2 of the airport security upgrades project (southwest quad perimeter fence), which was completed last week. Final invoices for phase 2 are being compiled for submission to FDOT. Minor landscape remediation will be completed shortly. An additional fencing project in the southeast quad (phase 3) is being contemplated. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
 - Staff continues to work with representatives of the Recreation, Building Maintenance, and Engineering Divisions regarding efforts to address ongoing water leaks at the Air Traffic Control Tower. Staff is in receipt of an estimate from Kathy Harper Painting & Waterproofing to permanently correct these leaks. Hall Construction, the building contractor that erected the tower, indicated (following an inspection of the tower) that the proposal from Kathy Harper is likely the best approach toward addressing this problem.
 - Staff completed revisions and submitted to Legal the final draft of the "Aircraft Noise Abatement Task Force – Staff Response and Recommendations" report. The report is scheduled to be presented to the City Commission as a disposition item at their meeting on April 20, 2010.
 - Staff previously received from Hoyle, Tanner & Associates the 90% design documents and project manual for the OBMA public use heliport project, which have been reviewed and returned to HTA with commentary. The 100% design documents are now forthcoming. Grant closeout documents for the design phase of this project will be forwarded to the FAA by the end of this month. Site inspection for the proposed heliport has been completed, and approval of the proposed site has been received from the FAA.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is reviewing the proposed agreement with the IRS for audit of the 2007 calendar year.
- Completed Projects - Weekly
 - Processed 39 Journal Entry Batches (# 2365 - 2454).
 - Approved 15 Purchase Requisitions totaling \$35,087.88.
 - Issued 11 Purchase Orders totaling \$58,351.98.
 - Held opening of RFP No. 2010-15, Ormond Beach Aerial Fireworks Display July 4, 2010, on 3/23/2010.
 - Held opening of RFQ No. 2010-16, Continuing Contracts for Professional, Architectural and Engineering Services, on 3/23/2010.
 - Mailed seven (7) "letters of intent to award" for Bid No. 2010-12, Rima Ridge Well Field Expansion, Wells, 54, 55 and 56, on 3/25/2010.
 - Mailed six (6) "letters of intent to award" for Bid No. 2010-13, US 1 and SR 40 Utility Relocates, on 3/25/2010.
 - Held Evaluation Committee meeting for RFP No. 2010-15, Ormond Beach Aerial Fireworks Display July 4, 2010, on 3/26/2010.
 - Prepared 187 Accounts Payable checks totaling \$227,976.52 and 20 Accounts Payable EFT payments totaling \$55,721.51.
 - Processed 4,073 cash receipts totaling \$972,605.89.
 - Processed 844 utility bill payments through ACH totaling \$59,293.76.
 - Processed and issued 5,960 utility bills with billed consumption of water of 41,637k.
 - Issued 446 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Movies on the Halifax – Friday, April 9, 2010 – “Back to the Future”
 - Walking with the Manager – Thursday, April 8, 2010 – 7:30 a.m. at entrance to The Casements
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements; grant agenda items.

Fire Department

Weekly Statistics

3	Fire
4	Fire Alarms
0	Hazardous
80	EMS
9	Motor Vehicle Accidents
19	Public Assists

115 TOTAL CALLS

- Aid provided to other agencies:
12 calls – Volusia County (9), Holly Hill (2), Daytona (1)
- Aid received from other agencies:
7 calls – Volusia County (6), Daytona (1)
- Total staff hours provided to other agencies: **10 hours**
- Total staff hours received from other agencies: **28 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **4**
- # of overlapping calls: **23**

SIGNIFICANT INCIDENTS

Date: Saturday, March 20th

Type of Call: Brush Fire

Address: 2099 N Beach St

Dispatch Time: 2:37 PM

Cleared Time: 4:32 PM

Jurisdiction: Ormond Beach

Units on Scene: Rescue Engine 93, Brush 93, Brush Attack 94, Tanker 94, Battalion 90. Volusia County Units: Engine 13 & Battalion 10

Incident Description: Dispatched to a wildland/brush fire in Tomoka State Park. Upon arrival found the Park Rangers with a 1/2 acre fire that started from discarded charcoal briquettes. 5 OBFD Units with 7 personnel and 2 County units with 4 personnel assisted the Rangers in mopping up hot spots. Tanker 94 provided water for all units using about 1,500 gallons of water. Department of Forestry cancelled upon Rangers request. No structures endangered, loss stopped upon our arrival.

Operations

- Conducted fire pre-planning software training on the new electronic storage of these plans.

- Participated in a Teleconference with Kaplan University on software introduction for Emergency Medical Services CEUs and other training.
- Participated in Teleconference regarding influenza update.
- Attended employee budget update meeting.
- Attended Civic Plus City website training.
- Received 2 year renewal Advanced Life Support operating license from State of Florida Department of Health.
- Prepared for contract negotiations with Firefighters Local 3499.

Training Hours

10	Driving
2	EMT Refresher Module 3
41	Preplanning
2	Report Writing - QA
11	Reports
3	Review New & Existing Policies
28	Search & Rescue
18	Technical Rescue
5	Ventilation

120 TOTAL STAFF HOURS

Activities

- Serviced 298 hydrants to include: flow testing, inspecting and flushing
- Updated 11 pre-fire plans
- Conducted 1 fire inspection with 4 safety violations discovered
- Visited 18 homes for smoke detector checks
- Conducted fire extinguisher training for 20 employees at Ormond-in-the-Pines
- Crews conducted pre-planning walk-thru of Calvary Christian Church's new building.
- Fire Explorers ride-along with Quint 92 crew & Battalion Commander
- Held weekly Fire Explorers meeting at Station 92

Human Resources

- Job Requisitions
 - PD - Police Officer
- Approved/Active Recruitment
 - PD - Police Chief
 - Summer Counselors for Day Camps at Nova & S.O.N.C., Special Populations (Camp T-Rec) and Enviro Camp at the Casements.
- Screening/Interviews Scheduled
 - PT Box Office Attendant, PAC – Applicant log in sheet and copies of 11 applications sent to Department for review.
 - PT Office Assistant I, Registration – Applicant log in sheet and copies of 27 applications sent to Department for review.
 - Pt Recreation Leader, Casements – Applicant log in sheet and copies of 16 applications sent to Department for review.
- Background/Reference Checks
 - PAC Supervisor – candidate selected, conducting background check.
- Job Offers
 - None
- Terminations/Resignations/Retirements
 - PD – Police Chief - retirement – effective 03-26-10
 - PW – PT Quality Control Technician – resignation - effective 3-26-10

- LS – PT Office Asst. I - resignation - effective 3-26-10
- LS – PT Box Office Attendant - resignation - effective 3-26-10
- LS – PT Rec. Leader/Program Assistant - resignation - effective 3-26-10
- FD - D.E./EMT - retirement – effective - 04-30-10

Policy Under Review

- Update email policy to expand language regarding proper use of email.
- Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc.
- Update No Smoking policy – ban to extend to City vehicles.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Moving servers in to the facility.
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 66 New work - 60 completed - 52 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

Total inbound E-Mails	47,351	Net Inbound E-Mails	39,352
Inbound Bad E-Mail	7,495	Percentage bad mail	16.9%
Virus Messages Blocked	504		

Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 12 Changes: 1 Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Completed large format printer repairs for OBPD.

Leisure Services

- Administrative Services
 - Meeting with YMCA
 - Public Works Staff Meeting
 - City Manager's Staff Meeting
 - Birthplace of Speed Event
 - City Commission Meeting
 - Central Park Inspection
 - Facilities Maintenance Supervisor Meeting
 - Meeting with Hall Construction - Gymnastics
 - Volusia League of Cities Meeting Preparation continued
 - Summer Programming Meeting

- Athletics
 - The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
 - CCA and FLHS Softball, as well as RBA, SHS, and FLHS Baseball, continued practices this week at the Sports Complex. FLHS Softball and Baseball, as well as SHS and RBA Baseball continued their game seasons this week at the Softball Quad and the Wendelstedt Fields.
 - Louis Camacho's Spring 11 V 11 Adult League was back in action this Sunday at 10 a.m. at the Sports Complex on Soccer Field 10.
 - Ormond Beach Golden Spikes, the competitive baseball program of the Ormond Beach Youth Baseball/Softball Association, play host this weekend at the Wendelstedt Fields, as well as the Nova Fields. These games will be Friday night, along with all day Saturday and Sunday.
 - The Ormond Beach Youth Baseball/Softball Association continued their games this week, their last week before Spring Break, when no games will be played.
 - The City's Youth Coed Volleyball Program continued this past Monday and Thursday at the Nova Gymnasium. This is held weekly from 6-8pm. Currently we have 70 participants which is the most ever registered in the program. The program is looking to go from an eight-week instructional/scrimmage program to a four-week instructional and a four-week "game league" season.
 - The Ormond Beach Soccer Club's Recreational and Competitive Programs had games this past weekend at the Sports Complex.
 - The City's Adult Coed Softball Program continued their season this week, with ten teams competing, Monday through Thursday at 6:20, 7:30, and 8:40 p.m. Each team plays twice weekly at the Sports Complex on Softball Field 7.
 - The College Baseball Jamboree, run by John Filor, finished up their games this week, Sixty four games were played on the Wendelstedt Baseball Fields, as well as the Kiwanis Baseball Field.
 - This past weekend, the National Softball Association (NSA) held a Tournament at the Dale Buttlemann Softball Quad. This was a rental for two fields, Q1 and Q4.

- Athletic Field Maintenance
 - Mowed baseball fields 1-4 twice a week
 - Mowed common areas
 - Mowed South Ormond outfield; cleaned tennis and basketball courts
 - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
 - Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
 - Mowed softball fields 1-4 and coed fields
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Mowed soccer fields 1-10 twice a week
 - Painted foul lines on softball fields
 - Painted foul lines and prepared baseball fields daily for high school and competitive teams practice and games
 - Prepared the soccer fields for opening day of the recreational league
 - Cleaned up after daily use of the soccer fields
 - Prepped softball fields 1-4 for youth rec. leagues, Lady Renegades, CCA, Seabreeze and Father Lopez practice
 - Prepped fields 1-5 at Nova Park for practices and weekend games
 - Prepped and marked softball field 7 for spring coed softball league
 - Placed trash receptacles and player benches on soccer fields

- Prepped T-Ball fields 1-3 and rotary fields 4-5 for opening day of T-ball
- Prepped, marked and cleaned up baseball fields and common area daily for College Jamboree tournament, including weekends
- Laid out and painted six soccer fields at South Ormond Park on the softball field

- Senior Center
 - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and the Daytona Community Church.

- Performing Arts Center
 - The PAC hosted the Ormond Beach Show Club Follies on stage Tuesday through Thursday this week in preparation for their production of Follies 2010 which was held March 26th through 28th.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday – Greene Dance, Children's Musical Theatre
 - The Performing Arts Center is preparing to host the following events:

March 26 th	Show Club Follies 7:30 pm \$15.00
March 27 th	Show Club Follies 2:30 and 7:30 pm \$15.00
March 28 th	Show Club Follies 2:30 pm \$15.00
April 3 rd	24k Golden Oldies \$18 - \$37

- South Ormond Neighborhood Center
 - United Hands meeting took place on Monday at 6:00 p.m.
 - Tutoring takes place after school Monday -Thursday from 3:30 p.m. - 5:30 p.m.
 - Jazzercise classes were held Monday and Wednesday from 5:30 p.m. -6:30 p.m.
 - Adult Basketball League was held Sunday and Wednesday from 6:00 p.m. - 9:00 p.m.
 - The splash pad is open and awaiting the arrival of warm weather.

- Community Events
 - Coordinator attended a VLOC meeting to help finalize set up of the event
 - Meeting with Memorial Day Committee Chairman
 - Coordinator attended RFP opening for fireworks
 - Coordinator attended RFP evaluation meeting for fireworks
 - Staff continues to register participants for Art in the Park
 - Staff sent out sponsorship letters for Art in the Park
 - Staff is answering calls for information about Art in the Park
 - Art in the Park applications and sponsorship information is also available by visiting www.ormondbeach.org/events.
 - Staff is assisted with the VLOC event that took place on Thursday, March 25th.
 - Coordinator attended Camp Expo recap meeting and evaluation.

- Gymnastics
 - All the coaches are doing their best to ensure the students learn what they need to in order to move on to the next level. The students are very enthusiastic and eager to master new skills.

- The Cheer Team once again proved they are outstanding team by placing first in the Senior Prep Rec Division at the Reach for the Beach 2010 competition in Daytona Beach.
- April begins a new session of classes, and sign up for new students will begin next week.
- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, “take off the pounds sensibly” (TOPS) and Yoga.
 - The Activity Class and Miss Debby’s Dance continued their classes for the winter season.
 - FitGyms conducted their personal training, tennis lessons and Fit Moms.
 - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
 - Athletics met in the gym for Youth Volleyball on Monday and Thursday.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - The Martial Arts Tournament was on Saturday morning. Over 200 competitors and spectators attended the Kick USA sponsored event.
 - Nova Community Center’s Coordinator attended a meeting at Seabreeze High School for the Individual Education Plan of a special needs student on Tuesday.
 - Nova Community Center’s Coordinator attended the Transition Fair at Mainland High School on Tuesday for special needs students and adults on Tuesday.
 - Planning continued for Camp T. Rec including ordering supplies.
 - Planning continued for Nova’s summer camp including ordering supplies.
 - The first day of Spring Break Day Camp for both Nova and Special Populations was on Friday.
 - Challenger Baseball for people with special needs met on Thursday at the Ormond Beach Sports Complex.
- The Casements
 - Tours continued this week from 10:00am to 4:00pm daily.
 - The Casements Guild members met on Wednesday for their monthly meeting which included a pot luck luncheon from 9:30am to 1:00pm.
 - Yoga classes were held on Tuesday morning this week.
 - Tai Chi Classes continued this week on Wednesday evening.
 - Zumba Classes continued this Thursday afternoon.
 - Staff assisted with set up and strike of the weekly Farmers’ Market on Thursday morning.
 - Casements staff worked this week making final preparations for the Volusia League of Cities Dinner Meeting on Thursday evening.
 - Casements staff began preparations to honor The Casements Guild members next month for Volunteer Appreciation Week, scheduled for Wednesday, April 21st.
 - The Casements Guild Crafters met on Thursday to continue working on craft items for the upcoming Gala.
 - Janet Rogers held two workshops in watercolors this week from 9:00am to 4:00pm each day.
 - The Casements Coordinator began the interview process on Friday to replace the vacant Program Assistant position.
 - The Casements staff assisted the Seaside Herb Society in preparations for their 17th annual Herb Faire scheduled for Saturday, March 27th from 10:00am to 3:00pm.
 - Staff assisted with the upcoming “National MS Foundation Fun Walk” on Saturday, March 26th in Rockefeller Gardens from 8:00am to 11:00am.
 - New Northern Italian Cooking Class was held on Wednesday evening from 6:00pm to 9:00pm

- This is the final week of The Casements Camera Club's 17th Annual Black and White Photography Exhibit in the Gallery.

- Facilities Maintenance
 - Installed new security light at the Wastewater Treatment Plant
 - Completed installation of new trash cans and benches at Thompson Creek bus stop
 - Repaired rear door of tennis building at Nova Rec.
 - Repaired chlorinator at City Hall fountain
 - Constructed stand for FIAT painting for BPOS Centennial Celebration
 - Cleaned evaporator coils for A/C system at City Hall
 - Repaired water leak at the Senior Center
 - Repaired 13 decorative lights on streetscape
 - Replaced pump for verticals at the PAC fountain

- Parks and Irrigation
 - Installed occupancy sensors at Ames Park restrooms
 - Removed graffiti from four locations at Central Park I
 - Installed new hand dryers in Ames Park restrooms
 - Replaced two bi-fold doors at Bailey Riverbridge Gardens
 - Installed new signs for Milton Pepper Park and Kiwanis Park
 - Replaced pump for streams at Memorial Gardens
 - Repaired line break, installed new 12" spray head and nozzle, brought in eight buckets of fill dirt for hole and raked out mulch at Ormond Beach Sports Complex
 - Finished capping irrigation on streetscape
 - Turned off reuse at Bailey Riverbridge – broken mainline
 - Replaced broken 12" spray head at Rockefeller Gardens and adjusted timer
 - Turned off backflow on A1A medians, broken mainline
 - Dug up valve, located line break, placed cones around hole on A1A
 - Installed new PVC couplings and pipe to Bailey Riverbridge fountain and replaced one damaged head
 - Replaced rotor and extension pipe on Granada Bridge approach
 - Repaired one line break and replaced eight spray heads on North Nova Road median
 - Repaired mainline break on A1A median

Police Department

- Administrative Services
 - Audit of Property & Evidence Room Continuing
 - Attended weekly Staff Meeting
 - Held administrative employee pre-determination hearing
 - Attended bi-weekly meeting with City Manager
 - Attended CPA graduation/CPAAA dinner
 - Attended Explorer Fund Raiser luncheon
 - Attended PAL Do The Right Thing award luncheon for OBMS students

- Community Outreach
 - The Police Explorers hosted their fund-raising luncheon sponsored by Outback Steakhouse on Saturday. The event was a tremendous success and enjoyed by all. Although we do not have a net total, the luncheon is expected to yield at least \$1,000 to the Police Explorer program.
 - DARE classes
 - DARE Graduation. (St Brendan's gave Greg no notice so it was not announced)
 - Safety Survey
 - Relay for Life meeting
 - CPA graduation Aberdeen

- Meet with Tom Mulligan about DARE Car
- Cub Scout Tour of the PD
- SAC Meeting at Pathways Elementary
- Community Services & Animal Control
 - 38 Animal calls responded to Animals to FHS
 - 39 Animal Reports
 - 40 Kittens adopted out through OBAS
 - Taser training held for new CSO
 - Working with the Cat Care Clinic to Spay & Neuter
 - Attending feral cat colony once a month at \$0.00 cost to City

- Criminal Investigations
 - Cases Assigned: 12
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 6
 - Inactive: 11
 - Fraud: 2
 - Burglary Business: 1
 - Burglary Residential: 2
 - Larceny Car break: 5
 - Auto Theft: 1
 - Sex Offense/Rape: 1
 - Robbery: 0

Comments:

- Subject arrested for double sexual assault case.
- Charges filed on robbery suspect from South Neighborhood Rec.
- Charges pending on several fraud investigations

- Records:
 - Walk Ins / Windows - 228
 - Phone Calls - 275
 - Arrest / NTA'S - 25
 - Citations Issued - 206
 - Citations Entered - 369
 - Reports Generated - 112
 - Reports Processed - 117
 - Mail / Faxes / Records Request - 124
- Operations:
 - 03/18/10 – Sex Offense, OBMS: several students involved. Parents notified, CID called out, VA responded – criminal complaint affidavit filed.
 - 03/18/10 – Baker act – Two suicidal W/M adults transported to Halifax Hospital
 - 03/18/10 – DV – 22 Huntsman Look – Wife accused husband of raising hand to her and making threats. Husband and son denied incident – parties separated for night.
 - 03/19/10 - Battery DV – W/M adult arrested
 - 03/19/10 – DV – 149 S A1A – The Cove – spring breakers – DV by strangulation.
 - 03/19/10 – Accident w/injuries – SR40/95 – 3 vehicles to include Orlando Fire Dept vehicle – FF transported to hospital w/non-life threatening injuries – at fault driver DUI of controlled substance (Xanax)
 - 03/19/10 – Drug overdose – juvenile – alcohol & Xanax – Information on supplier passed on to narcotics investigator

- 03/19/10 – L&P – Behind Grace Lutheran Church – three suspicious persons fled toward Fisherman’s landing – unable to locate – Car from DB in grassy area w/laptop on hood and marijuana in the front seat – Church was secured – vehicle towed for further investigation
- 03/19/10 – DV – 59 Carriage Creek Way – Arrest made
- 03/19/10 - Burglary/Residence – 1 Lakeview Circle – BlueRay and several other items taken from house
- 03/20/10 – Habitual traffic offender arrest – 1300 blk of N US1
- 03/20/10 - Accident with possible injuries – 100 Blk E Granada – intoxicated female stated car backed into her – no obvious injuries – other driver stated he did not believe contact between vehicles was made
- 03/20/10 – DV – Aqua Terrace – arrestee struck several family members
- 03/21/10 – Car Break – 14 Lakeview Cir – overnight – no suspects – change & keys taken – latent print obtained
- 03/21/10 – Car Break – 10 Lakeview Cir – overnight – no suspects – nothing taken – glove box emptied – contents on floorboard – latent print obtained
- 03/21/10 – Car Break – 4 Lakeview Cir – overnight – no suspects – amplifier taken – latent print obtained
- 03/21/10 – Stolen Vehicle – 775 S Nova – Discount Beverage – victim left vehicle unattended w/engine running while he went inside.
- 03/21/10 – Meyers Act – 29 Fair Oaks Cir – neighbor reported B&E in progress – condo surrounded – occupants contacted – No B&E – occupants allowed lost intoxicated female in out of the rain.
- 03/21/10 – Minor crash – Nova/Hand – Driver arrested for possession of Oxycodone
- 03/22/10 – Baker act – combative transport
- 03/22/10 – Burglary – 1629 W Granada by Texaco – Cement block thru door glass door – cigarettes taken
- 03/23/10 – Car break – 595 W Granada Blvd – two weed-eaters stolen from open lawn trailer. Two W/M early 20’s – 90’s model Dodge Ram P/U – possible signs on doors – Partial tag RW5.
- 03/24/10 – Burglary – Business – Tomoka Oaks Country Club – Forced entry rear door to pro shop – alarm call received at 02:35 – Emergency contact cancelled responding officer due to previous false alarm calls.
- 03/24/10 – Burglary – Business – 487 S Yonge – forced entry – three-week time frame – shotgun taken
- 03/24/10 – Baker act – violent juvenile – OB Elementary
- 03/24/10 – Burglary – Residence – 417 N Beach St – forced entry – rear glass door – several guns & jewelry – between 12:30 and 3:00 – no suspects
- 03/24/10 – DV Arrest in 200 blk of A1A
- Traffic Unit:
 - (FHP Report) 03/15/2010 - Crash - City Vehicle 1340 W. Granada Blvd. (Lowe’s): Officer Borzner was working a minor parking lot crash when another motorist backed into him and his motorcycle. Very minor damage.
 - 03/24/2010 Crash w/ Injury - SR 40 / Kings Road: Motorist entered the crosswalk as a bicyclist was crossing. The bicyclist sustained minor injuries and was treated on scene. The bicycle was disabled. The motorist was cited.
 - A traffic / pedestrian crossing complaint at the 900 block of Ocean Shore Boulevard was addressed, but no major changes to the area can be made at this time. FDOT will be contacted to see if any improvements can be made in the area.
 - An investigation continues with the stolen motorcycle / vehicle forfeiture case (10-03-00113). Investigative contacts have been made in Georgia and Missouri, as well as our own City Attorney and State Attorneys Office to coordinate this.
 - Assisted NID with several parking complaints. Three citations issued.
 - Traffic Citations 99

- Parking Citations 3
- Crash - No Injury 4
- Crash - Injury 1
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 40
 - Self-Initiated Enforcement Locations:
 - SR 40 / US 1 (Red Light)
 - 500-800 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 700 BLK Fleming Avenue
 - US 1 / Hand Avenue
 - N. US 1
 - SR A1A
 - 100 BLK N. Ridgewood Avenue
 - 500-1500 BLK N. Beach Street
 - Granada Bridge
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - Parking Complaints:
 - 325 Ocean Shore Blvd. (No violations)
 - Ocelot Court (Citations Issued)
 - 60 BLK S. Halifax Drive. (Citations Issued)
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 8 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 1 Cases initiated
 - 8 tree removal permit requests
 - Administrative staff assisted with four (4) lobby call and seventy-five (75) telephonic inquiries.

Public Works

Engineering

- Existing Wells 8 A, Division Ave-. Several series of grout applications have been used to back plug the bottom of the well. This will help reduce chloride count in the raw water extraction.
- US1 Forcemain Extension Phase II- Researched pavement design for road repairs and coordinated with FDOT for acceptance of proposed asphalt section to get approval of the repair work plan and release of watermain bridge attachment permit.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Utility work is completed and the Sunshine Blvd turn lane has been constructed and temporary striping has been applied.
- CDBG Decorative Pavers – The monument signs are scheduled for installation late next week. Staff has scheduled the installation of both irrigation meters at the beginning of next week. The landscape contractor will begin planting shortly thereafter.
- Downtown Improvements – Staff installed the site furnishings on Thompson Creek Road prior to last weeks ribbon cutting. Staff has removed most of the decorative concrete planters in the downtown and capped the irrigation as required.
- Ormond Shores Stormdrain Replacement- Staff is investigating the condition of the smaller upstream stormdrain to determine if it needs to be replaced.

- Granada Beach Approach- Coordinated with FDOT for Signal Inspection and Movement of Traffic (MOT) for the approach. Construction of the approved improvements began on March 15th. The Maintenance of Traffic devices were installed allowing for an “Entrance Only” movement into the beach approach. The contractor installed all required safety fencing and completed all demolition activities.
- Bailey Riverbridge Gardens – The Park will be closed on April 5th so the contractor can eradicate the Brazilian Pepper along the parks shoreline. A message board will be installed prior to the scheduled removal date to notify residents of the proposed work and closure.
- Ormond Parkway Park – A purchase order has been authorized and the contractor began ordering long lead time items for the project. A mandatory pre-construction meeting with the County is scheduled for the end of the month. Staff will meet with the adjoining property owners to present the proposed improvements.
- Capital Improvement Projects:
 - Left Turn Lane on Nova @ US1- Created plan set.
 - N Halifax Resurfacing- Modify Drawing.
 - US1 & SR40- Modify Drawing.
- Design Projects:
 - Water Treatment Plant Distribution System, Phase II- Staff met with consultant to discuss final design considerations. Expecting to bid project in April.
 - Alcazar-Buena Vista Drainage Area Improvements- Coordinating improvements to general area to include utilities and roadway resurfacing in addition to the proposed stormdrain improvements.
 - Airport Rd Forcemain / Reuse Extension- Submitted permit applications for FDEP, FDOT, VCHD, FEC and SJRWMD.
 - SR40 Sdwb/Trail Phase I- Enter information FDOT network for reporting DBE
 - SR40 Sdwb/Trail Phase II- Sent contracts to contractor for execution.
 - SR40 sdwb/Trail Phase III- Requested permit fee for SJWMD
 - Halifax Drive Resurfacing- Prepared plans, bid doc, FHWA checklist, row certification and submitted to FDOT
 - OBSC Boundless Playground- Staff researched and prepared a list of desired equipments to aid in the final design.
 - LED Lighting Conversion- Two test LED fixtures were installed in Bailey Riverbridge Gardens for comparison, as they are both different wattage. After testing in the park, staff has determined that the 60 watt fixture (same wattage as installed in Rockefeller Gardens) is the best choice for future replacement projects as the 100 watt fixture was too bright for most applications.
 - Granada Bridge Decorative Pole Replacement – The project consultant is preparing engineered plans for FDOT permit review. Staff received the latest bridge report from the FDOT for the Structural Engineer.
 - Urban Forestry Grant – The application is currently being reviewed for consideration.
 - Vining Court- Reviewing plans set.
 - South Ormond Recreation Center Improvements- Negotiating proposal with Hall Construction for replacement of roof, installation of ceiling and gym floor at the SONC and installation of ceiling at the Gymnastics Center.
 - Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County’s part of the project.
 - Rima Ridge SR40 Entrance- Received permit to construct from FDOT.
 - Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.

- Rima Ridge Wells 54, 55 & 56- Discussed SJRWMD request to have additional agreement with the DOF to restrict activities within the proximity of the proposed wells. Staff believes that the existing Volusia County code already has provisions for that. Award of bid, meeting date April 6.
- Stormwater Study – City commission was presented the study and its recommendations. City Commission was in favor of recommendations. Staff will proceed with implementing the projects and/or scheduling them.
- Wastewater Treatment Plant Expansion and Rehabilitation – Project is in the bid phase. Bids are due April 15th. Pre-bid meeting was held.
- John Anderson Drive – Coordinating scope of project and costs with the consultant.
- EVRWA Nova Canal Flood Control Study– Coordinated scope modifications to expand the number of outfalls and improve conveyance channels. Commission has been informed of this modification
- Hand Ave. Collector Road Upgrade- Review plan markup comments and check drawing set for compliance. Coordinating with FEMA for additional funding for Phase 1 improvements from the storm Study.

- Administration:
 - Field inspection of mast arm with FDOT consultant
 - Set up meeting with Hall Const for Cassen Park ramp ext.

- Meetings:
 - Materials Testing Consulting- Met with consultant to discuss upcoming projects which will require geotechnical services.
 - Vining Court review of submitted plans
 - Review of FDOT future resurfacing project
 - Met with resident on Orchard Lane regarding drainage concerns. Will incorporate improvements with the John Anderson Drive project.

- Customer Service:
 - 1920 W Granada Surface Water Management Plan (SWMP) meeting with homeowner.

- Other:
 - 36 projects were inspected.
 - Sewer lateral and main lining- Attended a technical presentation on methods of pipe lining to help reduce groundwater infiltration into older pipe and extend the life of the pipe.
 - Roadway Resurfacing Program- Began outlining and data collection for determining cost options in the roadway resurfacing program.
 - Leeway Trails Private Drainage- Researched plats and easement recordings and code regarding residents concerns with a driveway connection lacking a culvert.
 - Nova Landfill Monitoring Wells- Field located all monitoring wells and took groundwater measurements to extrapolate contours of groundwater for use of reporting water quality testing and reporting to the FDEP.
 - Naviline- Follow up with Engineering Inspectors on the use of Naviline for tracking inspections and project permit numbering which is going well.
 - Airport Fuel Farm- Find & Mark Property Corners
 - John Anderson Dr- Looked up easements for legal
 - FEMA Property Purchase- Looked up property details
 - Nova Landfill- Locate Monitoring Wells, Measure Water Depths

- **Street Maintenance**
Asphalt / Concrete

- Asphalt Water Department utility cut at 44 Aaron Circle
- Concrete Water Department utility cut in driveway at 321 S. Orchard
- Grind down trip hazards on sidewalk around Magic Forest
- Correct trip hazards with vinyl patch in Memorial Gardens and Byron Ellinor
- Pour concrete sidewalk at South Ormond Neighborhood Center
- Pour concrete sidewalk at Byron Ellinor
- Pull form boards, backfill and cut street joints at SONC and Byron Ellinor
- Grind trip hazard at 14 Spring Meadows

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Stump removal at various locations
- Take out sidewalk at South Ormond Neighborhood Center
- Trimming citywide

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles
- Clean basins, check for flooding at various locations
- Pick up shell from Arrow Materials in Flagler
- Fill low spots with shell at Central Park I – Fleming
- Fill potholes on Pineland Trail
- Assist with concrete pour at South Ormond Neighborhood Center

Sign Shop

- Hand Ave. at CP pedestrian crossing, install new in-street pedestrian crossing sign
- Ormond Middle School, replace all school crossing signs and "Ahead" & diagonal arrow plaques (10)
- Various locations citywide, cleaning signs (10)
- Repair signs at the following locations:
 - Woodbourne Ln. & River Oak Dr. E, replace street names
 - Woodsong Ln. & River Oak Dr. E, replace street names
 - N. Yonge St. at Sanchez Ave., replace 2-way arrow
 - Knollview Blvd. & Woodsong Ln., replace street names
 - River Oak Dr. E & Woodridge Dr., replace street names
 - Boxwood Ct. & Northbrook Dr., replace "No Outlet" sign
 - N. Ridgewood Ave. & Domicilio Ave., replace street names
 - River Pine Way & Northside Dr., straighten leaning stop sign
 - Boxwood Ct. & Northbrook Dr., replace "No Outlet" sign
 - NE Warwick Ave. & N. Ridgewood Ave., remove graffiti from stop sign
 - SW Warwick Ave. & McIntosh Rd., replace rusty stop sign post
 - 908 Northbrook Dr., straighten leaning school speed limit sign
 - E/side N. Orchard St. N/of Lincoln Ave., replace damaged 25 mph sign

- **Stormwater Maintenance Maintenance Crew**
 - Locates citywide
 - Carp Barriers inspected and cleaned
 - System Inspection – Hand Ave. to RR tracks
 - Pond Cleaning – Rockefeller Park
 - Basins – All Zones – Full crew working every day due to heavy rain and leaves
 - Sinkholes – Bramblewood, Hidden Hills Drive, North Halifax
- **Streetsweeper - Street Sweeping**
 - 128.5 miles of roads cleaned
 - 90.0 cubic yards of debris removed
- **Fleet Operations**

Pm Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
21	47

Road Calls for the week:

3

Accidents for the week:

1 PD

The below fuel inventory report will continue on the weekly report.

Fuel on hand (central fueling station at fleet operations):

<u>Diesel</u>	<u>Gas</u>
8642 gals.	6360 gals.

Comments:

Fleet operating activities are normal.

- **Utilities**
 - Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal due April 9, 2010. Forwarded information concerning service area designations to Planning Department requesting mapping and agreement assistance with the information request.
 - Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Draft CCC Plan at VCHD for review.
 - Alcazar Buena Vista Drainage Project –A work authorization is being prepared for McKim and Creed for \$19,940 to perform the design and permitting for water system improvements.
 - Fire Hydrant Replacement Program – Project documents were revised to reformat bid docs for contractor furnished materials. An estimate was prepared for the project.
 - Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments. Researched options for these types of containers. A dewatering box seems feasible and may result in a lower cost. Prepared an alternative specification for a dewatering box. A vacuum type filter can produce a drier waste in the event that the box

may be needed for sludge disposal. This type of box is preferred by the Collection/Reuse Supervisor.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – The project is essentially complete with the exception of a couple of outstanding equipment and programming items with the master pump station. Staff to prepare Change Order #2 upon receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 180 days of time. Solutions to equipment faults signal displays occurring at the Influent Pump Station are being researched. A signal wire from the transfer switch to the computer was installed to inform the controller that the system is operating on generator power to eliminate faults that occur during power outages that require generator backup. The response time was changed to increase the time available for the VFD to power down before it will be polled by the computer. The impeller broke on Pump #2. The manufacturer representatives were on site to replace impeller with spare unit. A meeting was held with the pump manufacturer's representative to determine how to reduce stringy material buildup at the impeller. The attachment bolt and washer design is being modified to eliminate locations that can catch rags.
- Division Ave. Well 7A and 18A Rehabilitation. Back-plugging of the well is nearing completion utilizing alternative approaches to seal casing to prevent concrete from escaping.
- Water Treatment Plant High Service Pump Station VFD Conversion - The total amount of changes requested to date is \$26,898.60. A change order will be required. Requested the contractor to submit the justification for the time extension for incorporation into a change order. Met to finalize the desirable control schemes for the variable frequency motor drives (VFD's).
- Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at LS 6M. Roof leaks were discovered while the interior walls were being painted. Roof repair is requisitioned with the City's roofing contractor vendor for necessary repairs. Reviewed draft change order submittal for Ormond Mall Lift Station. The acceptance date for the change order was changed to 5/27/10 in order to keep it active when it is submitted to the City Commission for approval. Additional easements will be needed for the electrical service line to the Ormond Mall lift station and to move the proposed lift station wetwell away from the power lines. Coordinating chain link fence coating color concerns with The Hunter's Ridge Home Owners Association for Shadow Crossings Station. Fabric colors were selected. Fence posts are being discussed.
- State Road 5 at State Road 40 (US1 & Granada) – Conformed contracts were prepared for assembly. The bid tabulation was prepared.
- Wastewater Treatment Plant Expansion: Attended the pre-bid meeting. Sent information on a substitute filter for Aqua Aerobics to the Project Manager for consideration in the bid package. Obtained a proposal from McKim and Creed to evaluate the instrumentation needs at the plant in order to optimize the value of the specified equipment and ensure compatibility with the existing plant SCADA system.
- Water Plant Forced Draft Aerator Rehabilitation – A work authorization was prepared for a preliminary design report to be prepared by McKim and Creed to determine most effective approach for rehabilitation or replacement of the aerator structure prior to eventual design activities.
- Water Storage Tank Rehabilitation –Prepared a revised memo for review
- SPRC- A meeting was held with the engineer for Huntington Townhomes in order to provide access to Wells 35R and 36R. Access routes to Well 36R through Huntington Woods are being evaluated. The floor elevation of Well 35R needs to be determined to develop a grading plan on the lot. The existing easement for the wells doesn't appear that it will be adversely affected by the proposed improvements. Discussed the Huntington Woods lift station. The fence is galvanized and may need to be coated to meet the HOA

- requirements. Met with the developer and engineer for the Imperial Foam project and discussed the advantages of installing a publicly owned water main on the site. Public ownership would provide the City with an opportunity to serve property on the north side of Old Tomoka Road, would be less expensive to construct since a separate water service main would not be required and would decrease maintenance responsibilities for the fire hydrants that would be publicly owned. The developer was amenable to that option. Obtained as-built drawings for Huntington Woods and the Airport Road Extension. Sent the drawings to the GIS department for their review.
- Significant Meetings: Requested specifications and contract information from cities that would be amenable to a piggy back arrangement for lateral lining. Attended the budget meeting.
 - Performed water and sewer capacity analysis and prepared capacity letter for Hunters' Ridge DRI in Flagler County. Attended meeting with Tomoka Holdings and other departmental staff to discuss priority of offsite and onsite infrastructure projects serving the Ormond Crossings area.
- Water Distribution
 - Repaired or replaced 6 Residential meters, replaced 10 water services, replaced 19 meter boxes
 - Repaired/responded to 8 service leaks, responded to 4 low pressure complaint, and 4 cloudy water complaint
 - Tested 4 and repaired 2 city owned backflow preventers
 - Installed 1 new water meters and services
 - Performed valve maintenance Sanchez Ave, Greenwood Ave, Allanwood Ave.
 - Performed maintenance on 5 city owned fire hydrants and 18 County fire hydrants in Ormond-by-the-Sea
 - Flushed Allanwood Ave, Sanchez Ave, and Calle Grande area.
 - Reprogrammed all 16 automatic flushing devices due to daylight savings time to ensure proper run times
 - Sod and landscape 915 Ocean Shore Blvd, Country Club Dr, Golfview Dr, Old Barn Tr, Boxwood Ct, Fernwood Dr due to dig-ups from leaks
 - Walk-thru inspection of the Airport Rd extension in Flagler County
 - Removed 56 Loggers from the base map B-1 area, 1 possible leak noise to be correlated near Arbor and Grove.
 - Moved water service at 183 Windward Cir for customer due to expansion of the driveway
 - Replaced the 4" valve and rebuilt 4" water service for the Shoreham Condominiums in concert with private fire protection system maintenance activities.
 - All vehicles were cleaned and re-stocked.
 - Water Treatment
 - Delivered to City 34.424 million gallons for week ending March 21, 2010.
 - Backwashed 14 filters for a total of 695,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Began distribution system flushing for month of March, 80% complete.
 - Completed controls changes for VFD project, submitted to contractor work to begin week of 3-29-10
 - Waste Water Collection - Reuse
 - Crews responded to three trouble calls.
 - Root controlled three sewer laterals and four sewer laterals cleaned.
 - Butch and crew rehabbed two pep tanks and located all lead valves on fire hydrants in Hunters Ridge.
 - Replace sod at 17 Stallion Way and 11 Canter Way in Tymber Crossing Subdivision. Assessing sink hole at 33 Black Hickory Way for tank conditionn.

- Marty and crew located and exercised six force main valves on beach side and repaired two 4" clean outs.
- Installed locking reuse valve box at Tomoka Oaks Golf Course.
- Televised 289' of sewer main on Fiesta Dr.
- Tim picked up Harben sewer cleaner from Clearwater.
- Crews checked all trouble spots around city.
- Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 31.39 Million Gallons
 - Produced 9.67 Million Gallons of Reuse
 - Produced 21.72 Million Gallons of Surface Water Discharge
 - Influent flows average for week is 4.48 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 150.61 (14%-18% Solids).
 - Centrifuge performance testing and optimization is still on delay until solids are turned over in the plant.
 - Influent Pumping Station's VFDs still has minor issues.
 - Second Chronic Bioassay samples have been submitted for analysis.
 - New influent pumps continue to collect rags – impeller connection configuration appears to be culprit. Issue being addressed by the manufacturer, design engineering and utilities staff. Low flow range pump operation also to be assessed.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced bad switchgear at Standish Booster station, installed new controls and electrical cabinets. Replaced aging electronics with more modern parts. Tested and turned over to operations.
 - Met with Economy Electric to obtain price quote for installation of transfer switches to High service pumps 7 and 8. Additional follow up ongoing.
 - Performed PM's to Rima, Division, Hudson and SR40 Wellfields.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Performed Reuse pump station PM's.

- Wastewater Plant – Lift Stations – Reuse System
 - 13M and 11M liftstation rehab of wetwells completed. 13M had to have non-operable plug valves and check valves replaced as well.
 - Reconnect plumbing to sprinkler system at digester tanks and set controller.
 - Replaced RAS/WAS pump #3 with pump from inventory and pulled apart pump for evaluation.
 - Attended liftstation start-up at Huntington Woods LS (HR-Flagler area). Evaluated station for upgrade to Ormond Beach Standards.
 - Met with 3 contractors about work needing done to BAT and 2M liftstations. Riser pipes are leaking at both stations, awaiting quotations.
 - Deragg new Influent pumps, problem appears to be with nut and threaded rod holding Impeller to Shaft. This was a design change by Fairbanks Morse. This appears to create a catch point for Rags to build up. Manufacturer was contacted by contractor for resolution. At this time I do not have confidence in these pumps and feel we should leave the bypass pumps in place until we have problem resolved.
 - Performed PM Service to all plant equipment.
 - Deragg 4 submersible aerators.
 - Monthly PM's to 20 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.

- Annual PM's to 4 Liftstations. (pull pumps, etc)
- Regulatory Compliance and Water Quality
Personnel performing part-time regulatory functions resigned and last work day was this week. Preparing reclassification request for re-fill of this vital position.